
Mila Elementary School Technology Plan 2007-2008



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October 31, 2007

SCHOOL BOARD OF BREVARD COUNTY

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Our Mission is
To Serve every Student
With Excellence as the Standard

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PURPOSE

As the Information Age advances, it is clear that technology holds a prominent place in work and everyday life. Nowhere has the impact of technology been so vividly displayed as in the job market and global economy, places where students will face new and fierce competition from around the world.

To a great extent, the challenge of preparing Mila's students for 21st Century living and working will involve the mastery and application of technologies in virtually every aspect of our school community. It places particular emphasis on the need for heightened skills in instructional technology for the classroom, information literacy for research and decision making, and closing the "digital divide." As a result we see that the purpose of Mila's Administration, faculty and the school Technology Committee is to:

- Support the Office of Educational Technology and the District Strategic Plans for Technology.
- Support 21st Century learning in the Digital Era.
- Support and encourage the use of technology in every classroom.
- Foster collaboration and communication among all stakeholders.

It is also the responsibility of our Technology Committee to help achieve our District's mission, "To Serve Every Student with Excellence as the Standard," by ensuring that our students, teachers, administrators, and staff have the technologies to meet this challenge.

In addition to the above mission statement for all areas of the School Board's perspective, the following objectives have been designated as a priority need for technology growth in our District's strategic plan and Mila's technology plan. These objectives will be updated annually as part of the District's strategic plan process and the wants and needs of the Mila Technology Committee.

This plan endorses the District's set of five long-term goals as listed below.

1. Enhance Student Learning Opportunities and Experiences
2. Improve Teacher, Administrator, and Staff Training
3. Strengthen Instructional and Administrative Productivity
4. Increase Parent and Community Communications
5. Improve Network Resources and Delivery of Resources

GENERAL INTRODUCTION/BACKGROUND

Mila Elementary is a Pre-K through 6th grade school. Constructed in 1953 it was the first elementary school on Merritt Island. M.I.L.A. actually stands for Merritt Island Launch Area a name that is linked to the beginnings of the space industry in Brevard County which was developing in 1953. Many of the first students were children of aerospace industry workers and since many of the people living on Merritt Island today attended MILA over the decades, there is tremendous community loyalty to the school.

In addition to our basic student population, we have a large exceptional education department including physically impaired, profoundly mentally handicapped, emotionally handicapped, Pre-K handicapped children and children with specific learning disabilities.

The following table provides information on the composition of the student population at Mila, Brevard County, and the FL state levels.

Racial/Ethnic Group	Number of Students Enrolled in October		School %		District %		State %	
	Female	Male	2006-07	2005-06	2006-07	2005-06	2006-07	2005-06
WHITE	106	147	62.9	66.0	71.0	72.6	46.8	47.7
BLACK	24	43	16.7	14.0	14.3	13.9	23.1	23.4
HISPANIC	21	21	10.4	10.8	7.7	7.1	24.2	23.4
ASIAN	1	9	2.5	2.0	1.9	1.9	2.3	2.2
AM.INDIAN	2	3	1.2	0.5	0.3	0.3	0.3	0.3
MULTIRACIAL	13	12	6.2	6.7	4.8	4.3	3.3	3.0
DISABLED	46	112	39.3	37.4	17.1	17.2	14.7	14.9
ECONOMICALLY DISADVANTAGED	96	126	55.2	56.9	29.7	30.0	45.4	45.9
ELL	7	19	6.5	5.2	2.7	2.3	11.8	11.5
MIGRANT							0.7	0.9
FEMALE	167		41.5	47.0	48.4	48.5	48.6	48.6
MALE		235	58.5	53.0	51.6	51.5	51.4	51.4
TOTAL	402		100.0	100.0	100.0	100.0	100.0	100.0

Information from FL DOE web site

Mila has three computer labs; two for computer aided instruction and one for project based learning. Our computer aided instruction software includes SuccessMaker, Classworks and Compass Learning. In addition our Project based learning lab has Microsoft Office, ezedia, Inspiration, Kidspiration, Scholastic Keys and others.

At Mila all instructional personal have a computer. The main stream classrooms have between 3 and 5 student computers and our exceptional education classrooms have between 1 and 2 computers. Mila has also made significant strides in equipping its classrooms to the 21st century standard with 28 ceiling mounted projectors, 3 laptop/projector rolling carts, 28 document cameras and 10 InterWrite school pads.

Mila has 17 main stream classrooms, 9 exceptional education classrooms and 10 special purpose rooms including our labs. In addition to our 41 instructional staff we have 2 administrators, an office staff of 4 and 21 support and instructional assistance staff.

Mila's leadership team meets on a weekly basis; of this team 5 of the 7 members of the Technology Committee are present. At these meetings high level technology discussions will take place. When funding becomes available the leadership team and the technology committee will make decisions on how to best utilize these funds.

Three years ago Mila committed to replacing the hardware in its labs and has completed one lab each year. All three labs have been completed and have computers that meet the Florida Innovates School Survey definition of modern. Additionally over the last three years Mila has made great progress in equipping its classrooms to the 21st century standard.

Moving forward, Mila is committed to completing its goal of having all mainstream classrooms equipped to the 21st century standard in addition to modern computers. Mila is also committed to equipping all Ex Ed classrooms to the 21st century standard and modern computers were technology will increase the learning for students and not be disruptive to the learning environment.

Mila's Technology Committee members are:

Betsy Butler	Principal	(321) 454-1070
Sharon Loines	Assistant Principal	(321) 454-1070
Andrew Phipps	Network Technology Support Associate	(321) 454-1070 Extension 251
Gayle Cooper	Media Specialist	(321) 454-1070
Colleen Barsin	School Improvement Chair	(321) 454-1070
Amy Imka	Teacher (3 rd Grade)	(321) 454-1070
Laurene Willard	Teacher	(321) 454-1070

Mila plans to expand its technology committee to include a teacher from each grade level and our Ex Ed community so we can be better informed of the technology needs within the school.

Mila has a long term partnerships with NOTU (Naval Ordnance Test Unit) and Lockheed Martin in addition to several small businesses in the area. NOTU and Lockheed Martin as key partners have helped Mila in areas of technology, student academic achievement and cultural awareness.

NEEDS ASSESSMENT

Mila looks to several benchmarks when assessing our needs and strives to meet or exceed all of these benchmarks. These benchmarks are the BPS strategic plan, First in Florida, “No Child Left Behind” (NCLB) act, and the District Technology Plan 2006-09; along with our Florida Innovates School Survey assessment.

Mila has four major needs:

- To provided dedicated instructional computers. Currently teachers use computers that are purchased with Title 1 funds and are therefore utilized by students.
- Upgrade aging computers for students; specifically in the classrooms.
- Increase teacher knowledge of technology allowing them to fully integrate technology into the curriculum.
- Upgrade dated servers and network hardware that has become a bottleneck to current applications.

SCHOOL GOALS

MILA Elementary has always been on the forefront of technology use. Historically, we have always used Title I funds to purchase hardware and software to develop and support two computer assisted instruction labs, one multi-media lab, and student / teacher workstations within each classroom. For more than 13 years, a partnership with NOTU (Naval Ordinal Testing Unit) has afforded us hardware for our labs as well. Our school goal for technology aligns with that of the district to develop classrooms of the 21st century. This means that hardware such as document cams, projection devices, audio devices, and tablets are planned for purchase within a four year time-frame so that integration of technology in all areas of curriculum can be successfully implemented by our teachers.

Mila intends to meet our needs and the districts current technology plan in the following ways.

Provided dedicated instructional computers

The workstation refreshment program will allow Mila to provide all instructional staff with a dedicated modern computer. This will give teachers a computer that can meet the needs of the new 21st Century classroom. An additional benefit is by restricting students from using the teachers computer we will increase our security level and protection of student information.

Upgrade aging computers for students

The redeployment of the instructional computers will allow us to upgrade the aging student computers in the classroom. It is anticipated that with 4 years all student computers will meet the districts current technology plan guidelines. Also we will use funds in the 2007 to2008 school year to increase the memory of student computers. This will increase out modern computers, as defined by the Florida Innovates School Survey, by 40.

Increase teacher knowledge

Through the professional development of instructional staff utilizing both the school based technology specialist and the district level technology integrators we will have a level III teachers at each grade level. This will greatly increase the success of integrating technology into the curriculum as classrooms become 21st Century compliant.

Upgrade dated servers and network hardware

Mila's infrastructure has two components that need to be addressed:

- Servers – the technology specialist will work with both the district staff and the school administration to plan the retirement or replacement of non Xeon processor servers.
- Network – During Mila's cable upgrade, fiber to all wings and CAT6 cable to workstations, there were insufficient funds to provide switches to capitalize on this investment and provide a 21st Century Network. The technology specialist will work with the district staff to determine the best way to replace dated network components therefore making full use of the infrastructure in place and capitalizing on the investment that has been made.

WORKSTATION REPLENISHMENT PLAN SUMMARY

Historically Mila has used both its county allocated technology funds and some of its Title 1 funds to replace student workstations in addition to providing technology solutions. Mila's commitment to technology has been demonstrated by the disproportionate amount of money that has come for Title 1. During the 2006-2007 school year Mila was allocated approximately \$3,500 as tech funds, yet the administration used over \$60,000 from Title 1 for technology initiatives.

With the introduction of the new Workstation Replenishment Program Mila will be able to use its Title 1 funds on other programs such as:

- 21st Century classroom initiatives; ceiling mounted projectors, document cameras, sound systems, etc.
- Maintain modern computers in Mila's computer labs.

Mila plans to use the funds from the Workstation Replenishment Program to replace teachers' workstations and provide a 5:1 ratio of students to computers if sufficient funds are available.

Year One (2006-2007)

Using the funds provided we will purchase 20 teacher workstations which will replace the 20 oldest instructional workstations at Mila. These old instructional workstations will be redeployed and used as student workstations.

Year Two (2007-2008)

During the second year of the program Mila will replace the remaining teacher workstations continuing on a first in first out methodology. These old instructional workstations will be redeployed and used as student workstations.

Year Three and beyond

During year three of the program and beyond Mila will continue to use a first in first out methodology and continue to replace teacher workstations. The displaced instructional workstations will be redeployed and used as student workstations.

By using this methodology all instructional workstations will be under three years of age and student workstations will be less than 4 years of age.

FUNDING PLAN

Mila has a commitment to technology and strives to have technology exceeds the needs of is student, instructional and administrative population. To achieve this Mila investigates every possible source to obtain funds for technology; funding sources for the improvement of existing technology and acquisition of new technology continues to be sought through Title 1, grant applications, fund-raising, donations, and business partnerships.

2007-2008 Technology Budget

Project	Budget
Workstation Replenishment Program	\$21,920
District Technology Funds (352 students * \$8)	\$2,816
Title 1	\$20,000
Microsoft Legal Settlement	\$,30,000
Parent Teacher Association	Per Request
Grand Total Technology Budget	\$ 74,736

Using the Workstation Replenishment Program 25 teacher workstations will be replaced during 2007-08 school year. Replacement of these workstations will complete Mila's goal to provide teachers with dedicated workstations. Additionally teachers will have optimal access to teacher applications to include Edline/Gradebook, SRI, CrossPointe, A3, Desktop, Student Data System, ClassWorks, Microsoft Office, PowerMedia Plus and any new applications from the DOE and Brevard Public Schools

Mila has already purchased and installed with Title 1 funds 25 new workstations in its SuccessMaker lab this year which is used daily by all students for computer aided instruction. This lab refreshment is part of Mila on going commitment to have modern workstations in all of its labs. Mila now has 3 labs with computers that are under 3 years old and all meet the FISS modern computer standard.

Mila plans to utilize its District technology funds to increase the memory in 41 student computers this year. This increase in memory will bring these computers to the FISS modern computer standard and increase the life of these computers. Mila will also use a potion of its technology funds to purchase an Interactive Student Response System.

Mila is scheduled this year to have infrastructure work completed as part of the District 7/10 year plan. During this work Mila is schedule for all classrooms to be equipped to the 21st Century and Sunshine standard. This project will complete the work that Mila has started to have Video, Sound and interactive tools in all classrooms. Any additional funds that remain in the budget for technology from this project will be used to upgrade Mila's Network and Server infrastructure.

Mila expects to receive approximately \$30,000 in the Microsoft legal settlement. 50% of these funds have to be used on Microsoft software and Mila intends to purchase Microsoft Office 2007 for all computers in the school. This will provide for seamless use of documents between faculty and students in addition to preparing Mila for the District migration to Outlook 2007.

The remaining 50% of the funds will be used to purchase Interactive Student Response Systems and or Interactive White boards which will increase our student interaction and participation through the creative use of technology.

TECHNOLOGY ACQUISITION PLAN

Mila has been moving to a Microsoft Windows based computing platform in line with Brevard Public Schools and industry trends. Prior to the introduction of the 21st Century Classroom standard Mila had started to provide projectors and laptops on rolling carts to assist in classroom instruction. Since the introduction of the 21st Century Classroom Mila has expanded its projector base and now is installing document cameras and interwrite tablets.

Mila had set goals for the 2007-2008 school year which we have already exceeded, see table below. Additionally Mila is scheduled to have all classrooms meet the Sunrise standard by the end of the 2007-2008 school year. This final phase of meeting the Sunshine standard in all classrooms will be funded by the district 7/10 year project.

Technology	Actual 2006-2007	Target 2007-2008	Actual 2007-2008
Ceiling Mounted Projectors	15	4	13
Document Cameras	7	8	21
InterWrite Table	4	5	6
Audio Systems	2	2	0

Mila uses The Technology Acquisition Users Guide created by the District's Technology Advisory Committee, which covers the hardware and software products ET is fully able to support. This guide also recommends state-contracted, Board-approved vendors who have a history of providing reputable products with adequate support. To access the guide go to <http://et.brevard.k12.fl.us/tag/index.html>.

The computer hardware acquisition procedure covers all computers, computer-related hardware, and supply items used by the District. The procedure objective is to provide guidelines for the following:

- Maintaining uniform standards
- Vendor contracting
- Vendor selection
- Vendor communications
- Issuing purchase requisitions and purchase orders

Mila tracks all technology hardware assets in an ET compliant spreadsheet and will continue to do so until an alternative system becomes available. In addition to this spreadsheet a physical audit is conducted semi annually. Mila is also audited by the county asset department.

To assist in Mila's compliance with software licenses periodic audits of computers will be conducted by ET using asset-managing technologies. Software that is not identified by the software inventory management database will be flagged for each computer that is not in compliance. The District will collect the report for Mila which will be used for the purpose of

maintaining software licensing compliance. In addition, the District will provide this report upon request to Mila and departments within the District for compliance issues and inventory documentation.

ACCESS

Mila has scheduled time for grades K to 6th to attend its two computers assisted learning labs to use SuccessMaker and Classworks. Additionally they are scheduled time to use the project based learning lab. Mila has a student to computer ratio of 4.6:1 in its labs.

The main stream classrooms have between 3 and 5 student computers and our exceptional education classrooms have between 1 and 2 computers. This allows Mila to have a student to computer ratio of 4.1:1 in its classrooms. This provides a school wide ratio of 2:1 (3.3:1 if only modern computers are used.)

Mila has student workstations in all classrooms and 3 dedicated labs. The table below shows the total school ratios of computers.

	Lab Computers	Classroom Computers	Student to Computer Ratio
Total Computers	79	88	2:1
Modern Computers	70	41*	3.3:1

*After memory increase from tech funds

The table above does not include instructional or administrative staff. Mila has a 1:1 ratio for instructional and administrative staff.

The District has allocated space on their website for teachers, parents, and students to access curriculum resources and best teaching practices. Mila has provided a link to the District website and will select technology personnel or designees whose responsibilities will include, but not be limited to, receiving and disseminating current technology information, coordinating the school technology committee, preparing purchase orders related to hardware and software, and helping teachers determine their technology needs.

Mila has 40% of its students that have special needs, including those with disabilities. These students have the same access to instructional labs and classroom computers as do any main stream student. Additionally Mila works with district staff to find and provide specific software and hardware to assist these students whenever possible.

Mila has conducted training and will continue to train and promote the SRI, Edline/GradeQuick, student data desktop, dashboard and other district applications which provide timely and accurate information for decision making. In addition teachers and administrators are trained on the reporting functionality provided by our educational software.

Mila has a requirement for all staff to sign the Network and Internet Agreement annually. These agreements are held by the Technology Support Associate in a secure location.

All students are required to complete the district acceptable use policy document at registration. The results of these documents are used to create a spreadsheet that all Instructional staff have

access to. Instructional staff are responsible to restrict students from accessing computers if necessary.

Mila uses extensive use of Microsoft's Active Directory to restrict user's access to network resources. This includes but is not limited to:

- Password length and change duration, Mila requires users to change their password every 90 days.
- Redirection of users documents to a File Server allowing automated backup of critical data.
- The lock down of student desktops which restricts internet access if necessary, and removes computer and network configuration options from the user.

USER SUPPORT PLAN

Mila has made a large investment in hardware, software and training for both instructional and administrative areas. As the amount and complexity of technology has increased so have the demands for support.

Mila meets the education aspect of technology by utilizing the district Technology Integrators and running school based training. The school based training has three components:

- i. One on one instruction. This is provided on a request bases.
- ii. Weekly technology training provided by the technology associate and is voluntary for teachers. Technology Integrators also assist in this when needed.
- iii. Formal training as needed with substitutes being provided.

Mila meets the hardware/software support buy separating the support into two categories:

- Immediate needs; hardware repair, software installation
- Long Term needs; hardware/software replacement.

To meet day to day needs Mila's has a full-time Network Technology Support Associate, employed 12 months who is responsible for all aspects of technology. His background covers over 20 years in fortune 100 companies having responsibility for large computer networks in both operational and engineering roles. His background and Mila's commitment to technology have also allowed him the opportunity to be part of several key committees within Education Technology.

Mila uses several tools to assist in its technology available, security and planning:

Active Directory to; restrict user access, maintain security policies and protect user data.

Software solution for systems that manage computing devices (desktops, notebooks, and handheld devices) on a regular basis and enables network administrators to manage, and troubleshoot systems remotely.

Software that manages our networked assets and helps deliver support to our end-users; this software automates repetitive activities like inventory, asset auto discovery, auditing systems, and reporting statistics.

Technology Handbook that assists school-based personnel with equipment management/troubleshooting and network maintenance.

The Technology Support Associate will keep an open line of communication with the Educational Technology staff, which is dedicated to direct end-user support activities such as standardization of technology, training, help desk, second-level software support, WAN/LAN support, hardware repair and others. A list of resources for support is available on ET's website at <http://et.brevard.k12.fl.us/index.htm>.

In order to meet the long term needs at Mila the Technology Support Associate is expected to plan a lead role in assisting the administration and instructional staff in making sure future technology meets our educational needs. The Technology Support Associate works closely with all staff at the school but particularly with the leadership team and the technology advisory

committee. These close working relationships ensure that Mila gets the greatest return on its investment.

To meet staff training needs Mila provides individual instruction and small group instruction with is provided by the Technology Support Associate. When introducing new education software Mila budgets and conducts vendor instruction. Mila has also been a proponent of the train the trainer model and has a guru at each grade level.

Mila will use the new county Technology Integrators to assist instructional staff in the best methods to integrate technology in the classroom.

Mila also has a dedicated assistant who maintains 4 data bases for our core educational software in addition to providing 1st line trouble shooting in two of our labs.

PROFESSIONAL DEVELOPMENT PLAN

Professional development is a driving force at Mila Elementary. One component in particular is school level training of technology integration. Our Technology Specialist has initiated a plan to create a Technology Team, in which grade level technology experts will be trained to help faculty members achieve and maintain their Level II Technology status. They, along with district personnel, will provide training and support for various programs and software.

Classes will also be offered after school by our Technology Specialist to develop expertise in manipulation of district programs such as SRI, GradeQuick/Edline, A3 AIP, Student Data Desk Top, Cross Pointe and Microsoft Office products. Further, teachers will have the opportunity to work with an outside vendor's technology consultant to learn how to better implement a computer assisted instruction program known as SuccessMaker.

One hundred percent of certified staff will maintain a minimum Level II proficiency in the use of instructional technology. Staff will demonstrate proficiency with the use of Excent, Student Achievement Desktop data system, CAI programs (e.g. Classworks, SuccessMaker), and the electronic PMP.

We will utilize programs that will enhance the use of technology as a learning tool. We will do this within two of our labs for Computer Assisted Instruction and one Multi-Media lab that affords students the opportunity to conduct research, develop, and produce projects. Classroom teachers will work with Mila's Technology Integrator to learn ways to infuse technology within integrated thematic units. Teachers have regularly scheduled times to teach in the computer labs.

PROGRAM EVALUATION

Mila will use the “Inventory of Teacher Technology Skills Report”, “Professional Development Needs Survey” and Brevard’s “Florida Innovates School Survey” (FISS). These tools will measure how well Mila is integrating technologies into the school curriculum to affect student achievement and progress toward meeting the educational goals of the Sunshine State Standards.

Mila will also complete the “Yearly Technology Evaluation and Review Form” to record the progress of the current school year’s workstation replenishment project by identifying which workstations need replaced, order date for workstation replenishment, delivery date for workstation replenishment, and teacher usability date for workstation replenishment.

The program evaluation results will be used during the School Technology Committee’s review of the school technology plan. In this way, Mila can more effectively plan for training, hardware, and software acquisition.

Mila Elementary Technology Plan Review of Goals
Brevard Public Schools

Report: **End-of-Year 2006-07**

Total Technology Plan Objectives/Strategies: 14 Total On Schedule and/or Complete: 12
Percentage of Technology Plan Objectives/Strategies On Schedule and/or Complete: 86%

Goal 1: Provided dedicated instructional computers

Total Student Objectives/Strategies: 2 Total On Schedule and/or Complete: 2
Percentage of Student Objectives/Strategies on Schedule and /or Complete: 100%

Objectives/Strategies		Status				
Description		1	2	3	4	5
1.1	2006 to 2007 Install 20 Instructional PC's					X
1.2	2007 to 2008 Install 25 Instructional PC's				X	

Goal 2: Upgrade aging computers for students

Total Student Objectives/Strategies: 4 Total On Schedule and/or Complete: 4
Percentage of Student Objectives/Strategies on Schedule and /or Complete: 100%

Objectives/Strategies		Status				
Description		1	2	3	4	5
2.1	2006 to 2007 Use 20 Instructional PC's for Students					X
2.2	2007 to 2008 Use 25 Instructional PC's for Students				X	
2.3	Upgrade Memory in 41 Student workstations				X	
2.4	Provide a student to computer equity ratio of fewer than five students per one modern computer with a refresh cycle every four years by 2008 – 2009 (First in Florida strategic plan goal).					X

Goal 3: Increase teacher knowledge

Total Student Objectives/Strategies: 3 Total On Schedule and/or Complete: 3
Percentage of Student Objectives/Strategies on Schedule and /or Complete: 100%

Objectives/Strategies		Status				
Description		1	2	3	4	5
3.1	Provide instruction on GradeQuick/Edline to 3 rd – 6 th Grade					X
3.2	Provide instruction on GradeQuick/Edline to 1 st – 2 nd Grade				X	
3.3	Run Weekly Training sessions				X	

Goal 4: Upgrade dated servers and network hardware

Total Student Objectives/Strategies: 1 Total On Schedule and/or Complete: 0

Percentage of Student Objectives/Strategies on Schedule and /or Complete: 0%

Objectives/Strategies		Status				
	Description	1	2	3	4	5
4.1	7/10 year Facilities plan to fund replacement servers and Network switches		X			

Goal 5: Upgrade Classrooms to Sunshine Standard

Total Student Objectives/Strategies: 4 Total On Schedule and/or Complete: 3

Percentage of Student Objectives/Strategies on Schedule and /or Complete: 75%

Objectives/Strategies		Status				
	Description	1	2	3	4	5
5.1	Install 4 Ceiling Mounted Projectors					X
5.2	Install 8 Document Cameras					X
5.3	Install 5 InterWrite Pads					X
5.4	Install 2 Sound Systems			X		

Legend:

1 = No Plan to Address

2 = Plan Developed

3 = Behind Schedule

4 = On Schedule

5 = Complete